

September 8, 2003

To: Jerry Blazey and John Womersley  
D0 Spokespersons  
From: The Office Space Committee  
Rick Jesik  
Jason Kasper  
Ron Lipton  
Christophe Royon  
Linda Stutte, Chair  
Subj: Space Allocation Plan

Our charge read as follows:

*With the upcoming completion of the new DZero video room on DAB3 and the probable decommissioning of the 9th Circle we now have an opportunity to evaluate and reassign DZero office space. The Office Space Committee will be responsible for reassigning adequate office space for Dzero collaborators in an equitable manner between groups while maintaining contiguity within groups.*

*.....*

*In detail the committee will*  
*o) survey the collaboration to determine office needs*  
*o) recommend the location and size of common areas for occasional visitors*  
*o) recommend a reconfiguration of office space*  
*o) recommend a schedule for relocation*

*The committee will report to the Spokespersons by September 1, 2003. The committee will also be disbanded upon receipt of recommendations.*

*Sincerely*

*Jerry Blazey and John Womersley.*

We have polled the IB representatives, asking for input from each group about their current needs for desk space. We asked them to provide an accounting of:

*Group:*  
*Number of permanent residents :*  
*Number of frequent visitors :*  
*Number of occasional visitors:*  
*other comments:*

*where we define:*

*permanent resident - in residence at Fermilab for a continuous period of greater than three months. Groups which rotate visitors should count multiple people taking the same desk space as a single permanent resident.*

*frequent visitors - visits with >10% duty factor*

*occasional visitors - visits with <10% duty factor*

A second letter asked the IB representatives to provide us with the list of names of the above visitors so that we could bring the documentation up to date. Both requests were met with prompt replies from about 85% of the D0 institutions. Some common themes in the comments were that groups would like to be placed in adjoining offices if possible, and that space was usually adequate for the permanent people but that when visitors came, sometimes crowding resulted.

The Committee met on 3 occasions during the process. The results of our deliberations are appended in the attached drawings, and are discussed in detail in the following paragraphs. Please see

[http://d0server1.fnal.gov/users/lipton/www/spacefiles/d0\\_office\\_space\\_v6.html](http://d0server1.fnal.gov/users/lipton/www/spacefiles/d0_office_space_v6.html)

for the drawings.

### DAB 6<sup>th</sup> Floor

The Boston University folks have asked us to find space where their entire group could be accommodated. The solution appears to be to move them to the 9<sup>th</sup> Circle area when the new DAB3 Conference Room is completed. This frees up an office on DAB6. In addition, Gustaaf Brooijmans is leaving Fermilab to join Columbia, and should move to the Columbia area in the Outback. His office becomes open - Amber Boehnlein has asked to move into it, allowing Michael Weber to move into her office from PK177 where he had been sharing an office with Sergei Burdin.

### DAB 5<sup>th</sup> Floor

The Computing Division has agreed to give up the office between Stu Fuess and the Swedish Consortium, moving their people into the CD office across from Fritz Bartlett. This allows the Swedish Consortium people housed in the Outback to move into it and have contiguous space. Wuppertal has been allocated a desk in Fritz's office. Mainz and Freiburg have each been assigned their own office space. There are three open desks on this floor: in Vladimir Sirotenko's office, in Nobu Oshima's office and in the office next to Adam Lyon.

### DAB 2<sup>nd</sup> Floor

The office area on the second floor is needed for computer expansion. The Russian institution folks now housed there (JINR Dubna, PNPI and ITEP Moscow) will need to be moved, and again the solution also appears to be to move them to the 9<sup>th</sup> Circle area when the new DAB3 Conference Room is completed. The electronics test area on DAB2 should move into the 1<sup>st</sup> floor clean-room area.

### Portakamp 151

The 9<sup>th</sup> Circle is shown as now being occupied by Boston University and the 3 Russian groups from DAB2. There is some overflow seating also available there. Vietnam has been allocated a desk in the IHEP Beijing space near the Far Side. There is one visitor office open beyond this one.

### Portakamp 173

The IHEP Protvino space is recommended to be reduced to half, because of their inability to be at D0 due to continued visa problems. This will allow Kansas to have a larger contiguous space. Nebraska will be moved into PK177 and their area becomes available for a Canadian desk and overflow seating for Arizona, Florida and Oklahoma, who all are overcrowded when visitors arrive.

### Portakamp 177

Nebraska is now shown occupying the two offices vacated by Boston University, who have moved to the 9<sup>th</sup> Circle. Alan Stone is moving from Louisiana Tech University to the University of Illinois Chicago Circle and should move into one of their offices in PK177.

### The Outback

Rice has been given an additional office previously designated for the Swedish Consortium. NIKHEF has surrendered one of their offices to Notre Dame. Boston University is vacating two spots, which now are shown as visitor space. The new French institution Clermont is shown has sharing space with CPPM. There continues to be visitor space available in the Saclay cubicle.

### Additional Visitor Space

People should be reminded that we have a large visitor space available on the 1<sup>st</sup> floor of DAB, outside the Control Room. We would like to see this space organized to have one row dedicated to Online machines, one row dedicated to Fermi Domain machines and another row available for laptop users.

### Miscellaneous Recommendations

Several people have commented that a door should be added to the Salles des Heroes meeting room. We heartily support that recommendation.